

JAILER / COOK

GENERAL STATEMENT OF DUTIES

Performs routine cooking duties in the county jail as well as supervision and security of inmates who assist in kitchen activities.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class assists in the preparation and cooking of food items for prisoners in the county jail. Employee is usually responsible for the preparation and cooking of both meats and vegetables from a prepared menu. Duties may also include making salads and preparing desserts such as pudding, stewed fruits, and custards. Employee is required to have sufficient skill in determining cooking times and the proper temperatures for various food items. The employee also acts as jail matron for female prisoners during work hours as needed. Some knowledge of the prescribed kitchen standards is needed. Work is supervised by the Jail Cook Supervisor who evaluates cooking methods to determine that food is properly prepared according to schedule and that food is not wasted.

ILLUSTRATIVE EXAMPLES OF WORK

- Assists the Jail Cook Supervisor in the preparation and cooking of meats and vegetables in the jail kitchen; starts the cooking process, seasons, observes food while cooking, adjusts temperature controls to increase or decrease cooking time, and removes when done.
- May cut quarters, halves, and whole carcasses of beef, pork, veal, and lamb into steaks, chops, roast, and other cuts; cleans and cuts poultry and fish; grinds meat for hamburger; slices bacon and other meats.
- Follows standard recipes and combines ingredients to make proper dishes and prepares necessary liquids.
- Makes salads and prepares desserts such as puddings, stewed fruits, pies, and custards.
- Bakes cornbread or biscuits.
- Cleans kitchen and kitchen equipment after meals have been prepared and served.
- Assists with the inventorying of supplies and food, rotates stock, orders food and supplies as necessary, and accepts and verifies deliveries.
- Supervises inmates who assist in all kitchen activities.
- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of methods of preparation and cooking of food in quantity lots.
- Working knowledge of the uses and adaptability of the various items of the kitchen equipment including steam pots, ovens, and deep fryers.
- Some knowledge of the amounts of raw food needed to supply the number of persons to be served and of items which may be substituted on the menu.
- Ability to maintain high standards of personal cleanliness as well as food sanitation.
- Ability to interpret and follow standard recipes and prescribed menus.
- Ability to follow oral and written instructions effectively.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and one (1) year experience in cooking food in large lots; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Jailers working alone, without direct supervision, must be certified through the North Carolina Human Resources Division of Facilities Services within a year after employment.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 8/2010